



# IDW Communiqué



I-MANAGE Data Warehouse: *Your link to DOE's Corporate Business Systems*

June 9, 2006

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## New Reporting Data from AP and Purchasing Subledgers

The IDW Team has recently developed three new standard reports based on data from the STARS Accounts Payable and Purchasing Subledgers. The three reports are:

- COMR002D Paid Travel Invoice Processing Metrics  
This report contains travel voucher processing metrics by Allottee, Travel Type such as Gov Trip or Travel Manager, Payment Group, and Report Entity.
- COMR020 Purchasing Subledger Information  
This report contains contract details from the STARS Purchasing Subledger such as line, shipment and distribution information. It is designed to mirror the information provided in the COMR004 Liquidation Status report, which contains Purchasing data from the General Ledger.
- COMR030 Invoice Report  
This report contains invoicing information from the STARS Accounts Payable Subledger including Invoice Number, Invoice Type, Approval Status, and Payment Group.

The data from the Accounts Payable and Purchasing Subledgers are located in three new business areas called Payables Subledger Information, Purchasing Subledger Information, and Paid Invoices Performance Metrics. Discoverer Plus users can customize the new standard reports or create new reports using the measures found in these business areas including Quantity Ordered, Amount Invoiced, Received Flag, and Closed Date.

## Helpful Tips for Reporting in the IDW

### *This Month's Tip: Wildcards*

There are two types of wildcards you can use in Discoverer. They are:

- Percent '%'  
You are probably already familiar with the '%' as the default parameter value used in IDW standard reports allowing you to run a report for all values. But, the '%' can also be used to provide a partial parameter value when you want two or more characters undefined. For example, if you want to run a report for all B&Rs for the FC103 Category Level, you would enter 'FC103%' in the parameter field.
- Underscore '\_'  
The '\_' works very similar to the '%', however it is used as a placeholder for a single character in a value. By using the '\_', instead of returning all B&Rs for FC103, you can run a report that only returns Contractual Services B&Rs for the FC103 Category Level. In this case, you would enter 'FC103\_010'.

The screenshot shows a 'Parameters' form with the following fields and values:

- Select values for the following parameters.  
\* Indicates required field
- Select a value for GL Period Name: 'JUN-06'
- Select one or more values for Program Assistant Secretary Full Name: '%' (Note: (Use % as a wildcard.))
- Select one or more values for Allottee Description: '%' (Note: (Use % as a wildcard.))
- Enter a B&R Code: 'FC103\_010' (Note: B&R Program Project Reference Number (Use % as a wildcard.))

There is a 'Go' button at the bottom left of the form.

## Revised Financial Measures – Update Your Saved Reports!!

The IDW has changed the financial measure for Beginning Uncosted Obligations And Recast Obligations to remove recast obligations which are now being captured in YTD Obligations. Therefore, the old measure called Beginning Uncosted Obligations And Recast Obligations is no longer used in the standard reports and soon will be deleted from IDW. If you have a saved report that uses Beginning Uncosted Obligations And Recast Obligations, a Discoverer Plus user must remove the measure from your report and replace it with Beginning Uncosted Obligations.

Although recast costs are not changing, the financial measure for YTD Cost no longer includes accruals. Now if you want cost accruals included in your reports, you must use YTD Budgetary Cost. The YTD Cost measure will continue to be available for use in Discoverer reports for anyone wanting to report on costs without accruals. The IDW Team has updated all standard reports to use YTD Budgetary Cost however you must personally update any of your own saved reports. We highly recommend that you do use YTD Budgetary Cost in your reports since STARS and the IDW will be using Budgetary Cost in calculated measures such as YTD Ending Uncosted Obligations. And, please keep in mind that although YTD Budgetary Cost includes accruals, you might not see accruals if you run a report for the current GL Period. Accruals are only entered at the end of every period and are backed out at the beginning of the next period. If you want to see cost accruals, it is best if you run your report for a closed GL Period.

Discoverer Plus Users: If you have shared any reports to your Group Page, please update them as soon as possible so your Discoverer Viewer users can begin using the correct measures.

## What's New on the IDW Portal

### *Rollover Tabs for Faster Navigation*

The IDW Team has implemented a new roll-over feature designed to improve your navigation through the lists of STARS reports by allowing you to move fluidly between the STARS sub-tabs. Simply position

your cursor over the sub-tab you would like to open and the page will change to reveal the related reports. And since there is no more waiting for the sub-tab pages to load, the Quick Links have been removed to streamline the Portal menu.

### *Updated User Resource Documents*

The Point-of-Contact (POC) List has been updated to provide all Program and Field Offices a direct contact on the IDW Team. The IDW POC List also identifies a Discoverer Plus user for each office. You can access this document by clicking the User Resource Page link located on the right side of the IDW Portal banner.

The updated IDW Financial Calculations and Definitions document, which is also available on the User Resources Page, contains a comprehensive list of calculations used in IDW reports including definitions of financial measures and standard accounting terminology.

## IDW Project Information

**I-MANAGE Program site:** <http://www.mbe.doe.gov/me2-5/i-manage/>

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To be added to the IDW Communiqué mailing list, please send an email to [IDW@hq.doe.gov](mailto:IDW@hq.doe.gov)